



ADMISSIONS POLICY

September 2018 Admissions Year

At St John's School we use the teachings of the Church of England to embed the following core Christian values.

These are:

Friendship

Forgiveness

Trust

and Compassion

These values will underpin the following Policy.

This Policy is reviewed annually by the Headteacher and the Governors' Admissions Committee

Date Agreed:	
Review Date:	
Ratified by Governors	
Signed by: Headteacher:	
Signed By: Chair of Admissions committee	

Section 1: The School

Section 2: The School Admissions Code

Section 3: Oversubscription Criteria

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Appendix 1 Date of Entry - Decisions

Appendix 2 Oversubscription Criteria - Definitions

1. The School

1.1 St John's is a Church of England primary school (with Academy Status). The Governing Body is the Admissions Authority and the Governing Body establishes an admissions committee to consider applications for admission.

1.2 It has been agreed with the Local Authority that the Published Admission Number (PAN) for this school is 60 and, in accordance with legislation, means that up to 60 children only may be admitted into Reception (Year R).

2. The School Admissions Code

2.1 The School Admissions Code (the Code) requires school admission authorities to provide for admission of all children in the September following their fourth birthday and the Governing Body complies with this Code. Where an offer has been made the school will provide for the admission of all children in the September following their fourth birthday.

2.2 However children are not legally required to start at this point. If you plan to defer your child's start date until later in the school year, you must still apply at the usual time. You should also speak to the Headteacher to discuss how you would like your child to be admitted. See Appendix 1.

3. Oversubscription Criteria

3.1 Parents/carers (Parent(s)) should be aware that before the application of oversubscription criteria, children with a Statement of Special Educational Need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the PAN will be reduced accordingly.

3.2 The criteria, listed in order of priority, for selecting pupils should the number applying for admission exceed available places, shall be:

i) 'Children in Local Authority Care' *

ii) Church Affiliation: regular attendance* at St John's Church, Weaving or St Mary the Virgin & All Saints, Boxley by the family. In order to qualify for consideration under this criterion you must:

- Consult the maps of the two clearly stated areas to ensure that your residence is within the school's Designated Priority Area or within the Ecclesiastical Parish of Boxley. Maps are available to view on our website or in the school office

AND

- Complete a Supplementary Information Form (SIF) which is available to download from the school website or can be collected from the school office. This form must be signed by the Minister of the Church attended, or a nominated representative to confirm that you are regular attendees at one of the two named churches.
- iii) Children with brothers or sisters whose sibling(s)* attend the school now and will still be on roll at the time of admission provided that the family live within the Designated Priority Area.
- iv) Medical, health, social or special access criterion*.
- v) Child's Home Address * within the Designated Priority Area – see Appendix 3

The Designated Priority Area is defined as:

the properties to the east of New Cut Road from its intersection with Bearsted Road at the north end to its junction with Ashford Road at the south end.

All properties to the north of Ashford Road from the junction with New Cut Road to the junction with Fauchons Lane.

The area will then follow the westerly side of Fauchons Lane continuing along behind, and not including, those properties in Hampson Way and Aldington Road until the intersection of Hampson Way with the public footpath leading to the top (or southerly end) of Bell Lane.

This line continues northwards along Bell Lane until the intersection with Ware Street, this constitutes the easterly boundary.

The area continues in a westerly direction along Ware Street and Bearsted Road to include all properties to the south of these roads until the junction with New Cut Road is reached.

Priority will be given to those living nearest to the school. A straight line using the OS Address Point Data as supplied by the Kent Local Authority will measure distances in all cases.

- v) Children with brothers or sisters whose siblings(s)* attend the school and will still be on roll at the time of admission, who live outside the Designated Priority Area.
- vii) All other applications will be ranked on straight line distance from school using the OS Address Point Data as supplied by the Kent Local Authority.

* Categories above – please refer to 'Definitions' at Appendix 2

4. The Process
- 4.1 All Parents are required to complete the Local Authority Admission Form (Common Application Form – CAF).
- 4.2 Parents requesting a place for their child in Year R must apply before **the date published by the Local Authority.**
- 4.3 The Local Authority will post decision letters to Parents.**
- 4.4 Parents wishing to appeal against the decision not to offer a place to their child should write, in the first instance, to the Chair of the Governing Body, as soon as possible after the decision has been relayed to them.
- 4.5 After a place has been offered the school reserves the right to withdraw the place in the following circumstances:
- When a Parent has failed to respond to an offer within a reasonable time; or
 - When a Parent has failed to notify the school of important changes to the application information; or
 - The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a Parent.
- 4.6 Proof of residence - once a place has been offered Parents are required to take 2 pieces of evidence of their address to schools when they accept their places. These documents should not be more than 3 months old. At least one needs to show the child's name. This can be by, for example:
- A child benefit letter, child tax and working tax credit (TC602), the child's medical card or a letter from a medical centre, hospital or GP to confirm the child's residence.
 - A utility bill and bank or credit card statement to verify the family's address.
- 4.7 The Headteacher, Early Years Team and Governors recognise that the transition from pre-school, nursery or childcare placement to full time education is a crucial step for all children. The child's experience in the first few weeks can determine their educational outcome for years ahead. For this reason we recommend that children starting school in September have a phased entry and only attend for half days (12.5 hours per week) for the first two weeks.
- 4.8 At the Parent's request children not offered a place may be placed on the waiting list. The waiting list will be re-ranked, in line with the oversubscription criteria, every time a place becomes available and the place offered accordingly.

Appendix 1 Date of Entry - Decisions

A child does not reach compulsory school age until “the prescribed day” following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. Children born between 1 April and 31 August are not required to start school until the September following their fifth birthday.

Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year in April. Where Parents wish children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Requests for admission to be part time or deferred until compulsory school age must be discussed with the Headteacher in advance of the application being made.

Summer-born children

Children born between 1 April and 31 August are sometimes referred to as summer born children. They have the same right to defer entry as any other child. This means they must start school at the beginning of the April term if they wish to keep their offer. Where Parents wish for their summer born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then reapply through the In Year process which could mean being placed on a waiting list. The waiting list will be re-ranked, in line with the oversubscription criteria every time a child is added.

Requests for admission to Year R outside of the normal age group, a full year after they were first entitled to start, should be made to the Headteacher, as early as possible in the admissions round associated with the child’s date of birth (being the September following their fourth birthday). This will allow the school and admissions authority sufficient time to make a decision before the closing date for applications. This is because a new application for a later admissions round would be needed for your child to be considered for a place to be taught outside of their age group and with a younger group of children. The admissions authority will make its decision taking into account the Code and the advice of the Headteacher.

You are not expected to provide evidence to support your request to defer your application, but where provided, it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, but failure to provide it may impede a school's ability to agree to defer admission.

You are required to complete an application for the normal point of entry at the same time, in case your request is declined. This application can be cancelled if the school agrees to accept your request for deferred entry into Year R the following year.

Applications for deferred entry must be made by completing a Primary Common Application Form (RCAF) (PDF, 62.9 KB) to the local authority, with written confirmation from the school attached.

Deferred entry applications will be processed in the same way as all applications in the following admissions round, and offers will be made in accordance with the school's over subscription criteria. For the avoidance of doubt the agreement of the Local Authority and the school that a summer born child's entry into Year R may be delayed until the September after its fifth birthday does not imply that a place has been secured in the school. The process will begin again and be followed, as it would have been the previous year with all oversubscription criteria applying.

Appendix 2 Oversubscription Criteria - Definitions

Children in Local Authority Care

A child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their Parents (Section 22 of the Children Act 1989) or who ceased to be so because they became subject to an adoption, residence or special guardianship order under Part IV of the Act.

Regular attendance

This is defined as a Parent of the child applying for a place at St John's School having attended Worship at one of the two Churches at least once a month for no less than two years prior to application or for as long as they have been resident in the Designated Priority Area or the Ecclesiastical Parish of St Mary the Virgin and All Saints Boxley if they have moved house within the last two years prior to application.

Applicants who have moved into the area within the last twelve months but attended Worship at their local Church at least once a month prior to their move will, in addition, be required to provide a reference from their previous Minister if they wish to be considered in category ii). SIF required.

Current Family Association

A brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion (below).

In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters, foster brothers or sisters.

Medical, health, social or special access criterion

'Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school.

Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school'. Documents must be submitted at the time of application.

Nearness of Children's Homes to School. (the address must be the child's home address i.e. they are living there, in January 2017)

- A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's Parent or Parents or leased or rented to them under a lease or written rental agreement. Where Parents live apart but share responsibility for the child and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of week days.
- Children will be ranked according to the distance from their home to St John's CoE Primary School with those living closest being ranked highest. The distance is measured between the child's permanent address and the school in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody.

- In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.
- If siblings from multiple births (twins, triplets etc.) apply for the school and the school would reach its PAN after admitting one or more but before admitting all of those siblings, the Admissions Committee will offer a place to each of the siblings even if doing so takes the school above its PAN. If the admissions are to Year R and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as 'excepted' for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the Code.

Appendix 3 – Designated Priority Area



ST JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL (WITH ACADEMY STATUS)

Provender Way, Grove Green, Maidstone, ME14 5TZ.

☎01622 735916

SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO PRIMARY SCHOOL- 2018

This form must be completed and returned to the school if you are seeking a place under category ii) – please refer to the Admissions Policy for 2018 for conditions of entry under this category.

(Please use BLOCK CAPITALS)

1. Please give details of your child:

SURNAME:	FORENAME(S):
ADDRESS: <i>(PROOF OF RESIDENCE WILL BE CHECKED POST OFFER-WE WILL REQUIRE SIGHT OF YOUR CHILD'S NHS CARD, HOSPITAL APPOINTMENT OR TRUST FUND STATEMENT AND A CURRENT –WITHIN 3 MONTHS – UTILITY BILL)</i>	
POSTCODE:	DATE OF BIRTH:
CONTACT TELEPHONE NUMBERS: <i>(PLEASE SUPPLY MORE THAN ONE IF POSSIBLE)</i>	
NAME(S) OF PERSON(S) WITH PARENTAL RESPONSIBILITY:	
DATE OF OCCUPATION OF THE ABOVE ADDRESS:	
CHURCH ATTENDED AND DATES FROM AND TO:	

2. If you are a *regular attender at either of the 2 named churches (St John's Church, Weaving OR St Mary the Virgin & All Saints, Boxley.) – *SEE BELOW. Please have the section below signed by the Minister, or a nominated representative.

✂The above named are/were regular attendees at(church)..... from / / to / / This application is supported by the Minister of the church attended, or a nominated representative.

**Regular attendance is defined as a parent/carer or parents/carers of the child applying for a place at St John's School having attended Worship at one of the two Churches at least twice a calender month for no less than two years prior to application or for as long as they have been resident in the local area. If less than 24 months is covered an additional declaration must be obtained from the Minister of their previous church for the remainder of the two years.*

Signed:	Minister /Nominated Church representative	Date:
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DECLARATION:

I/we, parent(s) of the above named child, confirm that:

- i. I/we are regular attendees at the church named above**
- ii. I/we confirm that we have consulted the maps of the two clearly defined areas, ie the school's designated priority area and the Ecclesiastical Parish of Boxley.**
- iii. I/we confirm that my/our place of residence lies within one of these areas.**
- iv. I/we understand that residence within one of the priority areas is subject to checking by the Admissions Officer at the school.**
- v. The information given on this form is correct to the best of my knowledge and belief.**

Signed:	Date:
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